

Misc - Weekly Indicators Report - Excel

Last Modified on 05/31/2019 10:37 am EDT

Report Description

The Weekly Indicators Report is used to review key metrics including revenue, staffing levels, and capacity detail.

Report Conditions

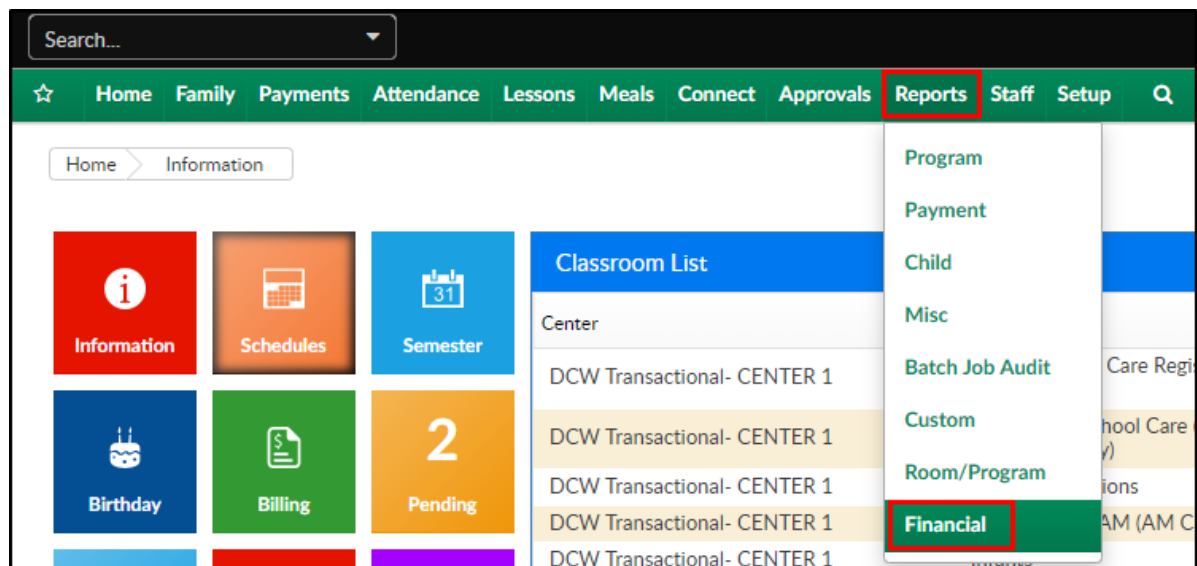
- If a From Date is not selected, data will pull for the entire year

Sample Report

Click the report name to view a sample: [Weekly Indicators Report.xls](#) 

Accessing the Report

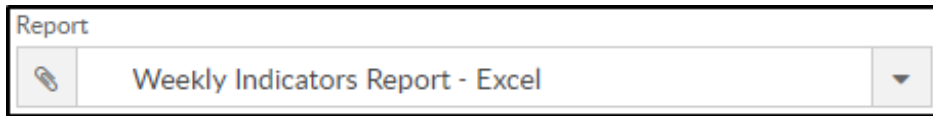
1. From the Reports menu, click Financial



2. From the Report Category drop-down, select Misc



3. Choose Weekly Indicators Report - Excel from the Report drop-down



4. Enter necessary search criteria



- Center - select the center or leave blank to pull data for the business level
- From Date - select a from date from the calendar. Data will pull from the beginning of the year until the date selected. For example: If May 1, 2019 is selected, data will display for Jan 01, 2019 through April 30, 2019

5. Click Create Report

6. Report will open as an Excel spreadsheet

Report Fields

- Center #
- Center
- Tuition
- Other Charges
- Discounts
- Other Credits
- Net Income
- Prior Week Net Income
- Prior Week Net Income FY 2018
- Payments
- Private A/R Balances
- Private Credit Balances
- Agency Balances

- Labor \$
 - Labor %
 - Enrolled
 - Capacity
 - Cap. %
-